eLearning Instructions

You must fill out an application for the desired class, submit it to your unit trainer, and have the approval of your supervisor and unit trainer before you can begin an eLearning class.

1. From any computer, log on to http://nic.learn.com/learncenter.asp?id=178409. You will need a computer with sound card and speakers.

2. When the NIC Learning Center page appears, click on Existing User Login.

3. After logging in you should be on the following page. Click on the Web Based Training (MORE+)

4. On the Web based Training you will click on Course Catalog.

5. When the Course Catalog page appears, click on one of the 4 levels – Executive Level – Senior Level – Manager Level – Supervisor Level – Specialized Correctional Topics. If unsure of which level, begin at the Supervisor Level.
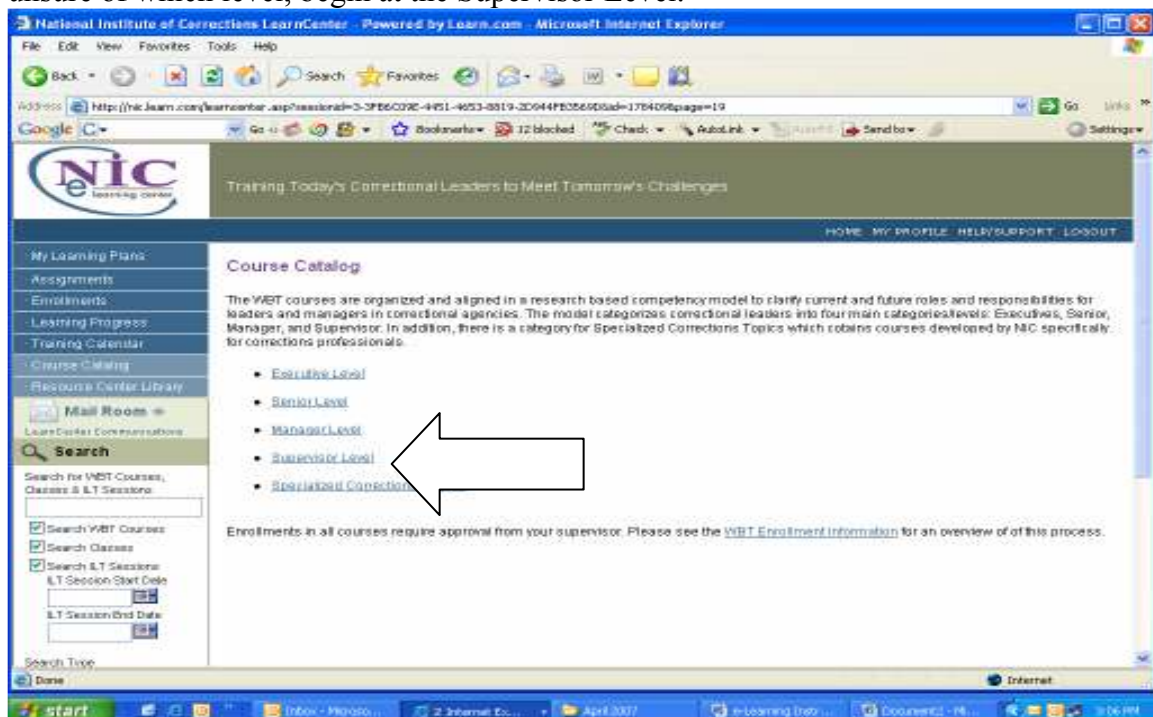
6. When the Supervisor Level Library Web-based Courses appear, it will list the available classes alphabetically. When you find a class that you are interested in, and if it fits your basic job function, click on the class title to bring up a description of the class, the Program Number, the length of the class, and the button Enroll.
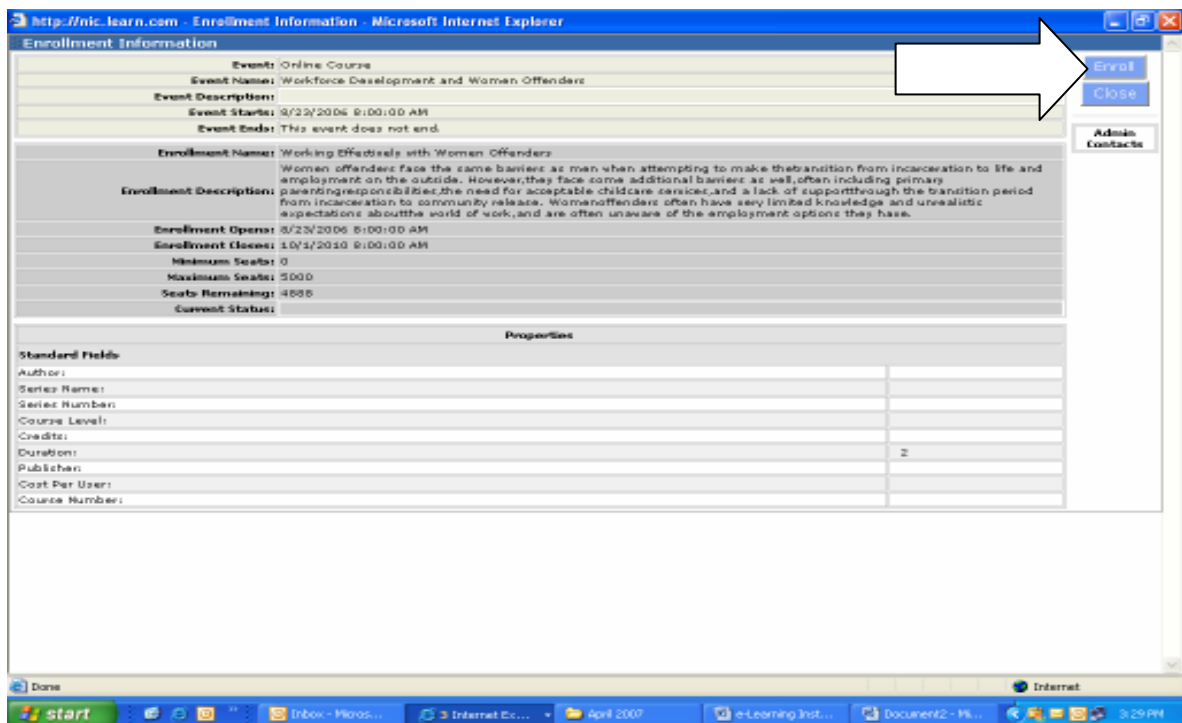
7. The program will ask for your supervisor's email address. **ENTER THE EMAIL ADDRESS OF YOUR UNIT TRAINER. ONLY YOUR UNIT TRAINER CAN APPROVE YOUR COURSE. ANY COURSE TAKEN WITHOUT UNIT TRAINER APPROVAL IS INVALID.**

8. Your Unit Trainer will immediately be sent an email for them to approve or deny the course. If approved, you will immediately be sent an email confirming the class.

9. When you receive your email approval, return to the NIC website, Log in and click on the Enrollments. You will see your approved course under the Enrollments section. Click on the class name under Event Title, and you will be taken to the beginning of your class.

10. Follow the directions during the class, completing all sections, and take notes as needed. **DO NOT TAKE THE TEST.**

    Once your class has been completed, you are required to return to your Unit Trainer who will serve as your proctor during your test. Log on to the NIC website, complete the steps to return to your completed course, and bring up the test questions. You are required to take your tests in your proctors' presence. **IF THE UNIT TRAINER SEES THAT THE TEST HAS ALREADY BEEN TAKEN, THE COURSE IS INVALID.** The Unit Trainer will print your grades upon your completion of the tests and enter the approved hours into the database for credit. A **75%** average on the test is required to receive credit for the class.

Remember: You may use a total of 30 hours of approved eLearning towards your annual training. You may not exceed 30 hours annually.